

WARRANTS

Description:

How to order/issue and recall a warrant.

Reference:

Utah Code Ann. § 77-7-5

Utah Code Ann. § 77-20B-101

Overview:

Civil Bench Warrant - A civil warrant is ordered by the Court for a non-appearance after being served with an order to appear and prepared by the party requesting the bench warrant. A civil bench warrant is not issued/created in the warrant screen. It is issued in the document screen F5. (Refer to Civil Procedures)

Bench Warrant - The Court orders a warrant for a defendant in a criminal/traffic case. This can be for non-appearance of a defendant, failure to pay a citation or fine, or upon filing of a probable cause affidavit.

Arrest Warrant - A written order which is made on behalf of the prosecution. It is based upon a complaint issued pursuant to statute and/or court rule. An arrest warrant commands a law enforcement officer to arrest a person to be brought before a magistrate.

Search Warrant - A search warrant is a written order issued by magistrate. The order directs a sheriff, constable or other officer, to search for and seize any property that constitutes evidence of the commission of a crime. (Refer to Search Warrant procedures).

WARRANTS

Procedure/Computer Entry

Upon a Court order, the clerk issues a warrant for the arrest of a defendant with a bail amount determined by a Judge. There are four types of warrants: Bailable; Non-bailable; bench warrant in aid of commitments; and cash only.

Issuing a Bench or Arrest Warrant:

1. From the **Primary Menu** select **Case > Warrant > Order/Issue/Recall**.
(Alt F5)
2. Warrant List Screen appears. Select **New**.



The screenshot shows a window titled "Warrant List" with a table and three buttons. The table has three columns: "Warrant No", "Issue Date", and "Recall Date". The "New" button is highlighted in red.

Warrant No	Issue Date	Recall Date
------------	------------	-------------

Select **New** Exit

WARRANTS

The screenshot shows a software window titled "Warrant Order/Issue". It contains several input fields and buttons. At the top, there's a "Name" field with "PATZ, MICHAEL EUGENE" selected. Next to it is a "Law enforcement agency" field with "UHP - OGDEN". Below these are "Case Number" (051000004) and "Other Misdemeanor" fields. A "Warrant Number" field is empty, followed by "Select Warrant", "Clear Case", and "Find Case" buttons. The main area is divided into four sections: "Warrant Scope" with radio buttons for "In State" (selected) and "NCIC"; "Bail Options" with radio buttons for "Bailable" (selected), "Non-Bailable", and "Cash Only", plus an "Amount: \$" field; "Other Options" with checkboxes for "No Pre-Trial Ser Release", "Warrant Bail Increase", "Defendant Must Appear", and "Serve Warrant Anytime"; and "FTA Action" with radio buttons for "None" (selected), "Order FTA", and "Order FTC". Below these are "Issue Date", "Expires", and "Judge" (ATHERTON, JUDITH S.) fields. A "Reason" field contains the text "Bond is Revoked. Defendant has filed." There's a "Note" field with a text area. At the bottom, there's a "Printing" section with a checked "Print Warrant" box, and buttons for "Recall, Cancel", "Reprint", and "Resend S/W/S". The very bottom has buttons for "Calendar", "Order", "Set Default", "Clear Default", and "Exit".

3. Select the **Warrant Scope**:
 - a. In State
 - b. NCIC eligible
4. Select one of the **Bail Options**:
 - a. Bailable
 - b. Non-bailable
 - c. Cash only
5. Select Amount and enter bail amount as ordered by the Court.
6. Select any **Other Options** that apply. These options may be left blank.
 - a. No Pre-Trial Service Release
(A service provided by some counties to address over crowding of jail facilities. This option would be selected if the court does not want the defendant released through this service.)
 - b. Warrant Bail Increase
(This option will only apply to traffic charges.)
 - c. Defendant Must Appear.
(This box should be selected if a mandatory court appearance is required and the posting of bail does not clear the case.)
 - d. Serve Warrant Anytime.
(Unless the Judge orders specific hours this box should be selected.)

WARRANTS

7. **FTA Action:** (traffic cases only)
 - a. None
 - b. Order FTA (Failure to Appear)
 - c. Order FTC (Failure to Comply)

If FTA Action is selected during the warrant process it will be activated regardless of warrant status.

8. Select Issue Date and enter today's date.

When the issue date is entered, the Order button at the bottom of the screen changes to Issue. Select issue button and the warrant will appear in the print index. If the issue date is omitted then the order button remains and the warrant is ordered but does not show on the Statewide Warrant System.

9. Select the **Judge's** name that ordered the warrant.
10. Select **Reason**. This is a drop down box. The clerk must select an appropriate reason for the warrant's issuance.
11. **Note:** This field may be used to type in specific instructions ordered by the Court. If a Commitment is ordered, the number of days may be typed in this field.
12. Select **Issue**.

Select Calendar to view or schedule events; Select Reprint to reprint warrant; Select Set Default to save screen information for another warrant; Select Clear Default to clear set default selections; Select resend SWWS to resend warrant to State Wide Warrants; Select Order to order warrant (this will not go to State Wide Warrants).

Note: Remove check from Print Warrant box if you do not want warrant to print.

WARRANTS

Recalling a Bench or Arrest Warrant:

1. From the **Primary Menu** select **Case > Warrant > Order/Issue/Recall.**
(Alt F5)

The screenshot shows the 'Primary Menu' application window. The title bar includes 'mauriem' and standard window controls. The menu bar contains: Exit, Case, Party, Cashiering!, Accounting, Maintenance, Information, Print Index!, Lock, Help. The main window title is 'ALBERT - Salt Lake Test'. On the left, the 'Case Information' section has fields for Case (041000526), Citation (U73865354), Reference, and Change (OLLIVIER, EMILY JO). A 'Warrant List' dialog box is open in the center, displaying a table with columns 'Warrant No', 'Issue Date', and 'Recall Date'. The table contains one row: 4923, 4/5/2006. Below the table are 'Select', 'New', and 'Exit' buttons. To the right of the dialog, there are fields for 'ation Date' (22/2004) and '2/2004'. At the bottom of the main window, there is a 'Version Date: 02/08/2006' and buttons for 'Clear', 'Find', and 'Redo Previous Find'.

2. Warrant List Screen Appears
 - a. Highlight warrant number & **Select**

The screenshot shows the 'Warrant Order/Issue' screen. It contains the following fields and options:

- Name: DUNN, BENJAMIN A
- Law enforcement agency: UHP - Salt Lake
- Case Number: 055002030
- Traffic Court Case
- Warrant Number: 4892
- Buttons: Select Warrant, Clear Case, Find Case
- Warrant Scope: In State (selected), NCIC
- Bail Options: Bailable (selected), Non-Bailable, Cash Only
- Amount: \$1000.00
- Other Options: No Pre-Trial Ser Release, Warrant Bail Increase, Defendant Must Appear, Serve Warrant Anytime
- FTA Action: None (selected), Order FTA, Order FTC
- Issue Date: 12/16/2005
- Expires: 12/16/2008
- Judge: DAINES, ROBERT W.
- Reason: The defendant failed to comply with the Court's order.
- Note: (empty text box)
- Printing: Print Warrant (checked)
- Buttons: Recall, Cancel, Reprint, Resend SWWS
- Buttons: Calendar, Order, Set Default, Clear Default, Exit

WARRANTS

3. Warrant Order/Issue Screen appears.
4. Select **Recall/ Cancel** button on bottom of screen.

Warrant Recall/Cancel

Case Number: 055002030 TRAFFIC COURT CASE Clear Find Case

Name: DUNN, BENJAMIN A Select Warrant

Warrant Number: 4892 Law Enforcement Agency: UHP - SALT LAKE

Recall Date: 12/19/2005 Judge: DAINES, ROBERT W.

Reason: [Dropdown]

☐ Print Recall Notice ☐ Adjudicate FTA/FTC

Print Recall/Cancel Set Default Clear Default Exit

5. Select the **Judge** that is ordering the recall of the warrant.
6. After you activate the Recall/Cancel button on the Warrant Order/Issue screen, verify that the case number, name, warrant number and LEA are correct. If it is the wrong warrant, activate the Select Warrant button to see warrant list. Leave today's date as the Recall Date, unless it is to be recalled on a future date. Select the Judge ordering the recall.
7. Select a reason from the drop down box for recalling the warrant.
8. If a recall notice is needed, check the **Print Recall Notice** box. This will send the recall notice to the print index.

Check local policy on sending recall notices
9. If an FTA/FTC has been issued and needs to be adjudicated, check the **Adjudicate FTA/FTC** box.
10. Select **Recall/Cancel**
11. If you are recalling multiple warrants, activate the Set Default button before Recall/Cancel. This saves your selections as they are for the next warrant to recall. (To clear these selections, activate the Clear Default button).

WARRANTS

Use the clear button to clear the screen and then type in the next case number to recall a warrant and activate the Find Case button. Activate Recall/Cancel when your selections are complete. To leave the screen activate Exit.